



## **PLANNING & ZONING DEPARTMENT Application Packet SIGNS**

**To submit a complete application packet to The Town of Fountain Hills, the following items must be provided:**

- 1. A fully executed application indicating the appropriate type of permit being requested.**
- 2. All fees, including those required for any public notification labels, as necessary.**
- 3. All additional required items as indicated on the application attached.**



Do not write in this space –official use only

Filing Date \_\_\_\_\_

Accepted By \_\_\_\_\_

Fee Accepted \_\_\_\_\_

Case Manager \_\_\_\_\_

## The Town of Fountain Hills

### PLANNING & ZONING DEPARTMENT – SIGN APPLICATION

- \_\_\_\_\_ Comprehensive Sign Plan and Amendment
- \_\_\_\_\_ Grand Opening Sign Permit (14 days maximum)
- \_\_\_\_\_ Sign Permit
- \_\_\_\_\_ Other \_\_\_\_\_

#### NATURE OF THE PROJECT:

\_\_\_\_\_  
\_\_\_\_\_

**LEGAL DESCRIPTION** Plat Name \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**PROPERTY ADDRESS** \_\_\_\_\_

**PARCEL SIZE (Acres)** \_\_\_\_\_ **ASSESSOR PARCEL NUMBER** \_\_\_\_\_

**EXISTING ZONING** \_\_\_\_\_

**TOWN OF FOUNTAIN HILLS BUSINESS LICENSE NUMBER** \_\_\_\_\_

#### Applicant (Business / Organization)

\_\_\_\_\_ Mrs. \_\_\_\_\_ Day Phone \_\_\_\_\_

\_\_\_\_\_ Mr. \_\_\_\_\_

\_\_\_\_\_ Ms. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Owner

\_\_\_\_\_ Mrs. \_\_\_\_\_ Day Phone \_\_\_\_\_

\_\_\_\_\_ Mr. \_\_\_\_\_

\_\_\_\_\_ Ms. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contact Person** \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*If application is being submitted by someone other than the owner of the property under consideration, the section below **must** be completed.*

**SIGNATURE OF OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

I HEREBY AUTHORIZE \_\_\_\_\_ TO FILE THIS APPLICATION.

Please Print

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public My Commission Expires \_\_\_\_\_

Case Number

# Town of Fountain Hills – Required Certifications

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## Grand Opening Sign Permit

The applicant understands that they are responsible for exact placement, removal and maintenance of sign. The Town assumes no responsibility for placement, removal or maintenance of sign. Any unauthorized sign is in violation of the Town of Fountain Hills Town Code.

I hereby certify that the information on this application, furnished by me, is true correct and that the application requirements of the Town of Fountain Hills will be met. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to the applicable codes. I understand that the permit will expire 14 days after issuance of the permit and will remove the sign immediately upon expiration of the permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# Town of Fountain Hills – Fee Schedule

## All Application Fees Are Non-Refundable

| - Permit -  | - Fee -   |
|---|---|
| Appeal of a Decision by the Zoning Administrator      | \$2,000 plus notification*  |
| Area Specific Plans and Amendments                    | \$3,000 plus \$100 per acre^  |
| Comprehensive Sign Plans & Amendments                 | \$200   |
| Concept Plans   | \$500 plus \$200 for every 5,000 square feet or portion thereof.^ (Time Extension fee \$100)  |
| Condominium Plats                                     | \$1,500 plus \$50 per unit^   |
| Continuance at Applicant Request                      | \$250   |
| Cut and Fill Waiver                                   | \$300   |
| Development Agreements                                | \$2,500 plus \$100 per acre   |
| Easement or Right-of-Way Abandonment                  | \$330 plus notification*  |
| Final Plats   | \$1,500 plus \$50.00 per lot, unit or tract^  |
| General Plan Amendments (Minor)                       | \$3,000 plus \$100 per acre^  |
| General Plan Amendments (Major)                       | \$5,000 plus \$100 per acre^  |
| Grand Opening Sign Permits                            | \$25  |
| Ordinances (Text Amendments)                          | \$2,000 plus notification*  |
| Planned Unit Developments                             | \$2,000 plus \$100 per acre plus notification *^  |
| Plat Abandonments                                     | \$500^  |
| Preliminary Plats                                     | \$2,000 plus \$50.00 per lot, unit or tract^<br>(Time Extension fee \$100)  |
| Replats (lot joins, lot splits, lot line adjustments) | \$500 up to three lots, thereafter Final Plat fees^   |
| Rezoning (Map)  | \$2,000 plus \$100 per acre plus notification *^  |
| Subdivision Recording                                 | \$24 for first page for plat filed for record plus \$20 per page for each page after the first, and \$9 for each instrument plus \$1.00 for each additional page over 5 pages.  |
| Sign Permits (excludes bldg. permit)                  | <32 sq. ft.: \$50 per sign<br>>32 sq. ft.: \$100 per sign   |
| Site Plan Review (vehicle sales only)                 | \$500.00 plus \$100 per acre^   |
| Special Use Permits & Amendments                      | \$1,000 plus notification*^   |
| Temporary Trailer Parking                             | \$25  |
| Temporary Use Permits<br>(Median Fee, if applicable)  | \$200 plus notification* (Time Extension fee \$100) (Median Fee schedule page #2)   |
| Variances   | \$2,000 plus \$300 for each additional variance plus notification*^   |
| Zoning Verification Letter                            | \$200   |
| Residential Development Fee                           | \$5,114 (single family DU)<br>\$4,588 (multi family DU)   |
| Non-Residential Development Fee                       | Commercial \$3,000<br>Office \$2,200<br>Hotel \$1,500<br>Industrial \$1,850   |
| Final Plat Improvement Plan Checking                  | \$350 per sheet (includes 2 <sup>nd</sup> & 3 <sup>rd</sup> reviews), except water and sewer plans.<br>\$175 per sheet (includes 2 <sup>nd</sup> & 3 <sup>rd</sup> reviews), water and sewer plans only.<br>\$200 per sheet with corrections (4 or more reviews)<br>\$75.00 per sheet for addendums (changes made after approval) |

The subdivision Recording Fees are per the Maricopa County Recorder's Fee Schedule and are therefore, subject to change.

\* Plus a notification charge of \$5.00 per mailing label and \$25 per newspaper posting as appropriate.^ All fees include up to 3 reviews by Staff. Any additional reviews will be subject to an additional fee equal to 25% of the original fee charged.

# AVENUE OF THE FOUNTAINS MEDIAN FEE SCHEDULE

ALL APPLICATION FEES ARE NON-REFUNDABLE

| MEDIAN LOCATION           | RENTAL TIME FRAME | RENTAL FEE    |              |
|---------------------------|-------------------|---------------|--------------|
| Non-Resident Rental Rates |                   |               |              |
| East Median               | Up to 6 Hours:    | \$ 40.00      |              |
|                           | 6-12 Hours:       | \$ 70.00      |              |
|                           | 13-24 Hours:      | \$ 100.00     |              |
| West Median               | Up to 6 Hours:    | \$ 60.00      |              |
|                           | 6-12 Hours:       | \$ 100.00     |              |
|                           | 13-24 Hour:       | \$ 150.00     |              |
| Resident Rental Rates     |                   | (Individuals) | (Businesses) |
| East Median               | Up to 6 Hours:    | \$ 20.00      | \$ 0.00      |
|                           | 6-12 Hours:       | \$ 35.00      | \$ 0.00      |
|                           | 13-24 Hours:      | \$ 50.00      | \$ 0.00      |
| West Median               | Up to 6 Hours:    | \$ 30.00      | \$ 0.00      |
|                           | 6-12 Hours:       | \$ 50.00      | \$ 0.00      |
|                           | 13-24 Hour:       | \$ 75.00      | \$ 0.00      |

All residents of the Town are eligible to receive 50% off of the rental fees.

(A resident is considered any person who has a residence in Fountain Hills and/or is a Town licensed business located within the limits of Fountain Hills. To qualify for the resident user rate, the user must meet the above criterion, and the event sponsor must be a charitable non-profit organization as described in section 8-3-2(B) of the Fountain Hills Town Code.)

# Town of Fountain Hills – Submittal Summary

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**NOTE: Additional requirements may be required as requested by the Planning & Zoning Division.**

## **COMPREHENSIVE SIGN PLAN**

The following requirements for a Comprehensive Sign Plan are intended as minimum requirements for final approval. Additional information may be required by Town Staff.

Per the Town of Fountain Hills Zoning Ordinance, Section 6, a Comprehensive Sign Plan is required in all Commercial Zoning Districts for multi-tenanted buildings or shopping centers. The Comprehensive Sign Plan shall be reviewed and approved by the Community Development Director or designee and shall conform to the sign regulations contained in the Town of Fountain Hills Zoning Ordinance.

The comprehensive sign plan should show a uniform and contiguous sign design throughout the project.

Approval of a Comprehensive Sign Plan does not indicate approval of individual signs. Individual signs are subject to individual permits.

The following elements must be included in a Comprehensive Sign Plan submittal.

- ☐ **Application:** Completed application and all associated fees.
- ☐ Written text clearly outlining the sign plan to include all suites, offices or other leased/leasable space.
- ☐ All signage, window signs, walls signs, banners, monument signs, awning signs, freestanding signs, and any other proposed signage, permitted or exempt must be included.
- ☐ Proposed design criteria for signage, to include but not limited to:
  - Lettering style
  - Illumination style & type
  - Letter heights (single and multiple lines of copy)
  - Minimum and maximum letter size
  - Color scheme
  - Installation method
  - Materials allowed
  - Sign type (freestanding, wall, monument, menu board, etc)
- ☐ Scaled site plan showing location of all proposed signage to be located on premises.
- ☐ Accurate building(s) elevations showing typical sign locations (dimensioned) on building(s).
- ☐ Indication of major and minor tenant location.
- ☐ Lineal footage of buildings(s) as outlined in "total aggregate sign area" in the Town of Fountain Hills Zoning Ordinance, Chapter 6.
- ☐ Allocation chart showing allowable square footage of signage for each suite, office or space number.

- ☐ Name, address and phone number of responsible contact person for site.
- ☐ Name, address and phone number of landlord if different from above.
- ☐ Landscape plan if so required by Chapter 6 of the Town of Fountain Hills Zoning Ordinance.

### **GRAND OPENING SIGN PERMIT**

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Diagram:** Provide a drawing of the proposed sign, location on the building, and location of the building on the property. Maximum size of grand opening sign is 32 feet. One grand opening sign is permitted per business and is allowed for a minimum time period of 14 days.